



Colorado Air National Guard
Active Guard Reserve (AGR)
Position Announcement #
COANG 14-315



<http://co.ng.mil/jobs/default.aspx>

POSITION TITLE: Human Resource Specialist	AFSC: 3S071	OPEN DATE: 11 Apr 2014	CLOSE DATE: 10 May 2014
UNIT OF ACTIVITY/DUTY LOCATION: 140th Force Support Squadron Buckley Air Force Base, Aurora, CO 80011		GRADE REQUIREMENT: Minimum: E6 (Immediately Promotable to E7) Maximum: E7	
SELECTING SUPERVISOR: CMSgt Sebastien P. Garcia DSN 847-9424; Comm 720-847-9424	VACANCY 1C0151184 Opens: 1 Jun 2014	PHYSICAL PROFILE: PULHES – 333233 / X Factor – G / ASVAB – A -- 41	

AREAS OF CONSIDERATION

Open to **Current Members of the Colorado Air National Guard** and **Nationwide applicants (All military members eligible for membership in the COANG)**

Must hold at a minimum a 7-level in 3S0X1

Position is Temporary Indefinite

All applicants MUST meet the grade requirement and physical/medical requirements outlined

SPECIAL NOTE

All applicants should be aware that the Colorado National Guard does not permit smoking in the work place. Smoking is permitted only in designated areas during scheduled breaks. Acceptance of an AGR position will cause termination from Selected Reserve Incentive Programs.

DUTIES AND RESPONSIBILITIES

1. Serves as advisor to commanders on assigned unit human resources (HR) programs.
2. Interprets policy and provides procedural guidance to commanders, supervisors, and staff members.
3. Provides guidance and assistance on unit program(s) for which responsible.
4. Provides training to supervisors on all military human resources issues.
5. Analyzes data and subsequent determinations regarding any number of human resources matters that may involve or affect AGRs, drill status guardsmen, and/or family members.
6. Advises supervisors or manages within unit when actions may affect productivity or mission.
7. Conducts staff visits and trains personnel (AGRs), traditional drill status guardsmen, supervisors, managers, etc within the unit in all programs for which responsible.
8. Conducts periodic briefings for staff, commanders, and administrative personnel to promote a full understanding of all aspects of the assigned program(s).
9. Provides commanders, supervisors, and the MPF staff with a variety of statistical data reports pertaining to military HR issues to assist in HR management decisions.
10. Accomplishes/oversees the accomplishment of technical support work in each of the functional areas within this program area.
11. Incumbent has responsibility/accountability for all enlistment programs, retirements and separations.
12. Plans, directs, controls and provides advisory services on all aspects of the Relocations and Enlistment program for unit drill status guardsmen, full time technicians, AGR's and potential members.
13. Reviews Line of Duty (LOD) determinations and Disability Evaluation Board (DES) determinations for administrative accuracy.
14. Tracks progress and initiates incapacitation pay requests (if applicable).
15. Assists with the Career Enhancement programs where necessary.
16. Administer and provide benefits to military personnel, retirees and family members through the Defense Enrollment Eligibility Reporting System (DEERS)
17. Performs other duties as assigned

INSTRUCTIONS FOR APPLICANTS		
Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."	SrA (E4) or below, must possess an awarded 3 or higher skill level in the AFSC. SSgt (E5) or higher must possess an awarded 5 or higher skill level in the AFSC. Supervisory positions may, at the discretion of the selecting official, require a 7-skill level in the required AFSC.	Any further questions regarding the AGR program may be answered in ANGI 36-101

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the location below. Complete applications must be received no later than 1600 or postmarked on or before the closing date. US government postage paid envelopes or government facsimile machines (FAX) may NOT be used in submitting applications. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applications received with an unsigned NGB 34-1 or DMA 121 will not be forwarded for consideration. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness.

Incomplete packages will not be considered for the position vacancy

1. NGB Form 34-1 (http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm)
2. CURRENT Records Review RIP (available on vMPF via AF Portal)
3. **CURRENT** and **PASSING** Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
4. Military Resume

If more than 10 applications are received, a package board will be held and the top 5 packages will move forward to a formal board.

****SUBMIT NO STAPLES/NO BINDINGS****

QUESTIONS?

You may call 720-847-9304/DSN 847-9304 or email at lisa.shoup@ang.af.mil

MAIL APPLICATIONS TO:

140 FSS/FSMP, Attn: TSgt Lisa M. Shoup
18860 E. Breckenridge Ave., Stop 65
Buckley AFB, CO 80011

DROP APPLICATIONS OFF AT:

Building 801, Room N-224

REMARKS

Federal law prohibits the use of government postage for submission of applications.

THE COLORADO NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.